

**MINUTES**  
**Workforce Connection**  
**Of Central New Mexico**  
**Full Board Meeting**  
**Monday, October 15, 2012**  
**Mid-Region Council of Governments**  
**809 Copper NW, Albuquerque, NM 87102**  
**1:30 pm**

**Call to Order: 1:36 pm – Stephanie Hanosh, Chair**

**Roll Call - Determination of Quorum - by Ramona Chavez**

**Present**

- William Alberti
- Odes Armijo-Caster
- Reyes Gonzales
- Stephanie Hanosh
- Patricia Lincoln
- Kathy McCormick
- Virginia Murphy
- Norman Ration
- Dr. Emily Salazar
- Paul Sanchez
- Randy Sanchez
- Mike Swisher
- Sherry TenClay
- Honorable Jack Torres

**Absent**

- Steve Anaya
- Paul Baca
- Diane Burke
- Celina Bussey
- Doug Calderwood
- Paul Kress
- Kyle Lee
- Rita Gallegos Logan
- Brian Rashap
- Eric Renz-Whitmore
- Senator John Sapien

**Quorum Established**

**Approval of Monday, October 15, 2012 Agenda**

**Motion: Mike Swisher**

**Second: Sherry TenClay**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 1: Approval of Minutes, Full Board: August 20, 2012**

**Motion: Patricia Lincoln**

**Second: Reyes Gonzales**

**No Discussion**

**Action: Passed unanimously by voice vote**

<b>FINAL ACTION ITEMS</b>
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**There were two action items to discuss and voted on – both action items were passed unanimously by voice vote.**

**Passed by voice vote**

- Approval of WFCP-04-12-PY12 Bar # 1
- Acceptance of Changes to the WCCNM Program, Policy and Procedures Manual
  - a. Operational Policy No. OP-408, Change 2, Self-Sufficiency Wage Goal
  - b. Operational Policy No. OP-416, Change 3, Follow-up Services Policy
- WCCNM Representative Election
  - County Representatives for Bernalillo, Sandoval and Valencia County

**Tab 2 Approval of WFCP-04-12-PY12 Bar # 1**

by Jesses Turley, WIA Accounting Manager

- Mr. Turley presented the PY12 Bar #1.
- He explained that the PY12 Preliminary budget was approved in June 2012, with an allocation of \$5,100,938 and estimated carry-in from PY11 of \$726,700.
- PY12 Bar #1 adjusts for the known carry-in amounts from the PY11 formula allocation (\$832,420), the American Recovery and Reinvestment Act and the (ARRA) State Energy Sector Partnership (SESP) carry-in amount of \$232,946.
- The newly revised formula budget is \$5,933,358 and ARRA SESP budget is \$232,946.

**Motion: Mike Swisher**

**Second: Norman Ration**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 3 Acceptance of Changes to WCCNM Program, Policy and Procedures Manual**

by Ramona Chavez, WIA Administrator & Sherry TenClay

**a. Operational Policy No. OP-408, Change 2, Self-Sufficiency Wage Goal**

- Sherry TenClay presented the Self-Sufficiency Wage Goal Policy, she explained that the Training and Service Provider Committee is recommending that the self-sufficiency wage be raised to \$43.26 from \$21.63.
- The Self-sufficiency Wage was originally established in 2002 with flexibility on how it was used.
- This change will allow the WCCNM to continue to serve the business community with OJT and Customized Training services.
- Ms. Chavez, stated that NMDWS did provide us with guidance regarding Self-Sufficiency goals, requiring that each local Board establish a definition.

**Questions & Comments Followed.**

**b. Operational Policy No. OP-416, Change 3, Follow- up Services Policy**

- Ms. Chavez presented the Follow-up Services Policy.

- She stated that New Mexico Department of Workforce Solutions (NMDWS) provided an annual monitor review, in which this policy was brought into question, with further definition needed.
- This policy change clarifies the language and the meaning of the current policy and also allows WCCNM to close out a NMDWS review issue.
- Ms. Chavez explained that this is not a required State Policy but it is something that we have had in the WCCNM Program, Policy & Procedure Manuel previously.

**Motion: Randy Sanchez**

**Second: Mike Swisher**

**No Discussion**

**Action: Passed unanimously by voice vote**

#### **Tab 4 WCCNM Representative Election –**

##### **County Representatives for Bernalillo, Sandoval and Valencia County**

Bernalillo County – Mike Swisher

Sandoval County – need more representation, staff will work with the Board to fill this vacancy

Valencia County – Rita Logan

### **DISCUSSION ITEMS**

#### **Tab 5 Innovate-Educate-Workeys Presentation –**

by Lois Johnson & Mike Smith, City of Albuquerque

- Mr. Smith gave a brief presentation on a project that they have been a part of partnering with NMDWS, New Mexico Workforce Connection, CNM and Innovate and Educate.
- He explained that this a new initiative for skills based hiring.
- Workkeys is a national assessment tool to measure real world skills and career readiness and helps identify the level of skills one must possess to determine their potential for success on the job.
- Workkeys gets our job seekers connected with the right employers and the employers with the right job seekers.

**Questions & Comments followed.**

#### **Tab 6 Update on State NMAC Policy –**

by Ramona Chavez, WIA Administrator & Bob Desiderio, Board Attorney

- Ms. Chavez gave update on the new State NMAC Policies.
- She stated that she has been working with our attorney Bob Desiderio to get all policies in place and ensure that the CEO Agreement, CEO/Partner Agreement and bylaws are correctly established and updated.
- She advised if any Board Members have any recommendation regarding any of the policies to please let staff know.
- Mr. Desiderio advised the Board that there are two new agreements that were not previously required, the CEO Agreement and Partnership Agreement between the CEO and the Board.

**Discussion followed.**

## **Tab 7      WIA Monthly Expenditure Report for September 30, 2012**

by Jesse Turley, WIA Accounting Manager

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report and the American and Recovery and Reinvestment Act (ARRA) reports for September 30, 2012. He stated this includes the new amounts approved previously in this agenda.
  - Year-to-date formula expenditures for the current period for September 2012 was a total of three hundred and eight-three thousand, seventy dollars (\$383,077) with year-to-date expenditures totaling over \$953,890.
  - ARRA expenditures for the current period total thirty-seven thousand, four hundred and forty-nine dollars (\$37,449) with year-to-date expenditures totaling \$80,368.
- Questions and Comments Followed.**

## **Tab 8      Business and Career Center Update/Dashboard**

by Art Martinez, WIA Site Manager & Lou Cimalore, WIA Planner

- Mr. Martinez gave update on the Business & Career Centers for the Month of August 2012.
  - He stated that there has been a slight decrease in activity with people coming in to get services, where almost 4,500 people were provided services.
  - Veteran services were steady and slightly above prior months.
  - The Youth program continues to enroll participants in work experience and ITA's with a total caseload is 702.
  - Mr. Martinez explained that there is a Partnering for Success Job Fair on October 18<sup>th</sup> from 10:00 to 3:00 at the Mountain Road office.
  - Mr. Cimalore presented the Dash Board for September 2012, and gave an update on the performance measures for the fourth quarter for PY11. All performance measures are being met and or exceeded.
- Questions and Comments followed.**

## **Tab 9      WIA Status Update**

by Ramona Chavez, WIA Administrator

- Ms. Chavez stated that we have entered into a MOU with Adelante, who is providing services for the Ticket to Work Program.
- The WCCNM's enrollment goal for the State Energy Sector Partnership Grant (SESP) is 569, and to date we have 564 individuals enrolled.
- Ms. Chavez was invited to attend the National Council of La Raza (NCLR) Conference, where YDI was granted funding for a partnership between workforce, YDI and Quality Health Management to help youth with GED and occupational skills training.
- National Association of Workforce Boards Conference is March 10-12, 2013. Ms. Hanosh will be speaking with some of you on attending the conference.

▪ **Committee Reports**

– **Training and Service Provider Committee, Sherry TenClay**

- Ms. TenClay stated that Nicole Ortiz is contacting the providers on the ETPL List.
- The Committee has been discussing the types of trainings needed in the Central Region and working on getting clarification from the New Mexico Department of Higher Ed. in regards to applying through their department.
- Next meeting is scheduled for November 15, 2012 at 2:30 pm

– **Performance and Monitoring Committee, Ramona Chavez**

- The Committee met and discussed performance measures, all of which are being met and exceeded.

– **State Energy Sector Partnership, Odes Armijo-Caster**

- The grant is winding down with staff focusing on following up with training and employers.

**PUBLIC COMMENT/ADJOURNMENT**

▪ **Public Comment – None**

▪ **Adjournment – 3:26 p.m.**

**NOTES**

**Next Meeting:**

**Date:** Monday, December 17, 2012

**Time:** 1:30 p.m.

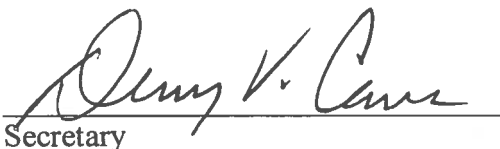
**Location:** Mid-Region Council of Governments – Board Room

**Approved at the February 25, 2013 WCCNM Full Board Meeting:**



Stephanie Hanosh, WCCNM Chair

ATTEST:

  
Secretary